



Nutfield Parish Council

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Minutes of the meeting (Parish Meeting 1) held on 2 September 2015 at the Memorial Hall, High Street, Nutfield, Surrey, RH1 4HE

Councillors (Cllrs) present:

Cllr Sue Renaut (Chair), Cllr David Cullen,
Cllr David Dowden, Cllr Sue Ford,
Cllr John Johnson, Cllr David Miller,
Cllr Paul Murray, Cllr Ian Reeve and
Cllr Kent Sandiford

Attending:

25 visitors (22 part)
District Cllrs Gillian Black, Tony Elias
and Debbie Vickers (all part)
County Cllr Helena Windsor (part)
Carole Forrest (planning
advisor)(part)

In attendance:

Simon Bold, Clerk
Sean Hayes, Assistant Clerk

Meeting opened at 7:34pm and closed at 11:56pm.

The Clerk introduced himself and set out the 'house rules' applicable to the venue and meeting.

Item		Action
1	Chairman open meeting Cllr Renaut opened the meeting and immediately chose to change the running order of items on the agenda to bring the public session forward in response to the numbers of visitors at the meeting.	
2	Councillor apologies and reasons for absence. None - all Cllrs present.	
3	Code of Members' Conduct - Declarations of Interest. No changes to Cllrs' Notification of Disclosable Pecuniary & Other Interests Forms had been made since the last meeting. No Cllr declared any Disclosable Pecuniary Interests and 'Other Interests' in respect of any item on the agenda.	
<i>Item 4 on the agenda was pushed back to later in the meeting and followed item 7 in the running order. It is recorded here for ease of reference and to reflect the original order within the published agenda.</i>		
4	Approval of the last minutes of the meeting held on 15th July 2015. The Clerk had prepared and circulated the draft minutes plus two requested amendments to the draft minutes prior to the meeting. In respect of the proposed amendment to item 122/6/15, Cllrs approved the amendment. In respect of the second proposed amendment relating to 119/15, Cllrs did not approve the amendment. At the request of Cllr Murray, the voting was recorded as follows: For - 2 votes (Cllrs Murray and Johnson); Against - 5 votes (Cllrs Cullen, Ford, Reeve, Renaut and Sandiford) and Abstentions - 2 (Cllrs Dowden and Miller). The Clerk to amend the minutes accordingly, circulate as final copies to Cllrs and arrange to have them posted onto the Council's website and displayed on the Council notice boards.	SB
<i>Items 5 and 6 on the agenda were brought forward so that they followed item 3. These items are recorded here to reflect the original order within the published agenda.</i>		

5	Public Session (a maximum of 20 minutes). Visitors raised a number of points including dog fouling; low flying helicopters and noise from Redhill Aerodrome; remedial work to Nutfield Marsh; TAG-A25; Mercers South (development) and rural housing.	
6	Report from County & District Councillors Both District Cllrs Elias and Vickers chose not to comment. District Cllr Black commented on the overhanging trees along the A25 around the eastern boundary to the Village. County Cllr Windsor agreed to raise this with Surrey County Council (SCC) Highways. Following a question from Cllr Cullen, County Cllr Windsor also agreed to take the clearance of pavements in Nutfield, which had been due in August, forward with SCC Highways. County Cllr Windsor reported on the following items: her planned attendance of the forthcoming public meeting at the Redhill Aerodrome; the installation of a new grit bin in Nutfield Park, Kings Cross Lane (Cllrs to monitor grit levels going forward); the completion of a traffic speed survey on the High Street (A25) and Mid Street and the results are still awaited. County Cllr Windsor also mentioned her support of 20mph zones outside the Nutfield Church School next to the Village Hall (South Nutfield) and was also considering the inclusion of the area outside the Nutfield Day Nursery on Church Hill (Nutfield Village). She had discussed these proposals with SCC Highways who would consider proposals based on the level of support from residents and organisations in Nutfield (<i>the views of Nutfield Parish Council are noted under item 12.4 below</i>). County Cllr Windsor would be happy for this item to be raised at the next Tandridge Local Committee (25/9/2015) in Nutfield. County Cllr Windsor enquired about the Mercers South Liaison Committee and Cllr Murray stated that he thought it had been asked for. District Cllrs advised County Cllr Windsor that the drain on the A25 was defective once again. Finally, County Cllr Windsor confirmed that she had been dealing with issues raised by residents in the Kings Mead area of Nutfield and that correspondence with the Highways engineer would be copied to the Clerk. She would press for action but was not in a position to provide financial support (from County funds) in the current financial year.	HW
		HW
<i>The meeting was temporarily adjourned at this point.</i>		
<i>Item 7 on the agenda followed item 10.1 which was brought forward to this point in the meeting. Item 7 is recorded here to reflect the original order within the published agenda.</i>		
7	Police Report. The latest report of July 2015 was available via the Link. No other reports received.	
<i>Items 8 and 9 on the agenda followed item 4 in the running order. These items are recorded here to reflect the original order within the published agenda.</i>		
8	Clerk's Report The Clerk commented that over the coming weeks and months he would be providing updates to Cllrs in respect of training and conferences, correspondence received, the format of documents and would review the content and appropriateness of the Council's policies and procedures.	SB
<i>The meeting was temporarily adjourned at this point.</i>		
8 <i>contd</i>	Cllr Miller asked if he could record (using audio equipment) the meeting. The Clerk stated that he was not aware of any reason why the Cllr could not record proceedings in this way but would check the Council's Standing Orders and advise accordingly. The Clerk added that Standing Orders state that once	

	minutes of meetings had been approved all audio recordings of meetings must be destroyed as the approved minutes become the statutory record of decisions and agreed actions.	SB
9	Assistant Clerk's Report The Assistant Clerk provided a written report to Cllrs (see Appendix 1). In respect of the Allotments, the Assistant Clerk to obtain quotes in respect of the fencing (and report back at a later meeting) and it was agreed to employ a contractor to brush-cut overgrown areas.	SH
10.	MATTERS RELATING TO THE PLANNING & DEVELOPMENT (P & D) WORKING GROUP:	
<i>Items 10.1 was brought forward in the meeting so that a planning advisor, who had been invited to speak to Cllrs by the Chairman, could subsequently leave the meeting at a reasonable time. This item followed item 6 and is recorded here to reflect the original order within the published agenda.</i>		
10.1	Summary of planning decisions by Tandridge District Council since the last Council meeting including Kings Cross Lane 'Section 106' (Affordable Housing). The advisor's report had been circulated to Cllrs prior to the meeting and the advisor went through the points that she felt were pertinent to the Parish Council. The subsequent discussion centred on the Parish Council's responsibilities including the role of verifying that prospective tenants have a local connection. Cllr Miller believed that Tandridge District Council (TDC) would provide an initial list of prospective tenants which the Parish Council would need to verify. He asked whether TDC would be following a standard practice but the advisor felt that the Parish Council should make its own enquiries into the entire process. Cllr Murray asked the advisor whether any over-subscription of the TDC housing register for Nutfield could be used as an argument for more affordable housing. The advisor commented that overspill (a need identified outside of Nutfield) could not be used in establishing a local housing need in Nutfield. The following actions were agreed: <ul style="list-style-type: none"> • The Clerk to write to Thames Valley Housing Association (TVHA) seeking a reply to an earlier letter. • The advisor to draft a letter to TDC's Enabling Officer about the commitment to consult with the Parish Council and to request a copy of the Nomination Agreement. • Advisor to provide a copy of the written commitment by the developer concerning the exterior finish of the properties and Cllrs Cullen and Miller to draft a letter to the developer reminding them of this commitment. Clerk to send. • Clerk to contact other Parish Councils to ascertain the criteria used to decide a prospective tenant's local connection. Cllrs thanked the advisor for her help with this matter.	SB CF CF DC DM SB SB
10.2	Current Planning Applications <ul style="list-style-type: none"> • <u>2015/1405 19 Braes Mead, South Nutfield RH1 4JR</u> Cllrs resolved to object on the basis of over-development of the site. In addition, Cllrs commented that the proposal could lead to the loss of natural light and the possible displacement of underground water. • <u>2015/1364 Priory Farm, Sandy Lane, South Nutfield RH1 4EJ</u> Cllrs resolved not to object or comment. Cllr Sandiford to notify TDC of the Council's decisions in respect of these applications.	KS
10.3	Update on Mercers South and consider representative for a Liaison Committee.	

	Cllr Murray to be the Council's representative on the proposed Liaison Committee. Cllr Sandiford to compile a log of the Council's responses to recent consultations by SCC concerning the individual discharge of conditions. He will also create a process for handling future consultations in a timely fashion.	PM KS
10.4	Local airport and aviation update including invitation to meet Redhill Aerodrome Ltd (RAL). The Council had previously written to Redhill Aerodrome Ltd (RAL) about lighting around the airfield. Cllr Cullen to circulate a copy of this letter to Cllrs.	DC
<i>The meeting was temporarily adjourned at this point.</i>		
10.4 <i>contd</i>	Cllrs agreed that the subject of noise nuisance needed to be raised at the RAL meeting to take place next week. This was in response to concerns raised by several local residents. Cllr Cullen to attend and raise this matter. Cllr Cullen to draft a letter to be sent to RAL raising concerns about reports of noise nuisance which the Clerk is to send and copy to Reigate & Banstead Borough Council (R&BBC) and TDC. On the subject of reports of building work to the airfield Cllrs agreed that a letter should be sent to R&BBC and TDC asking whether they are aware of the work and what planning consents are in place. Cllr Johnson to draft and the Clerk to send and copy to RAL. Cllrs briefly discussed whether to invite RAL to a meeting but did not wish to pursue this for the time being.	DC JJ
10.5	Neighbourhood Plan including consideration of the Woldingham Neighbourhood Plan consultation Cllr Sandiford suggested that a Cllr needed to volunteer and dedicate themselves to a project of this kind. The subsequent discussion raised issues such as the role of the Parish Council and the definition of 'lead'. Cllr Ford agreed to research these topics and revert to Cllrs with her findings but made it clear she could not commit to anything more than this. Cllr Ford to also identify who would be qualified to lead a Neighbourhood Plan group e.g. would a non-Cllr be eligible under the terms of Neighbouring Planning. The possibility of an extra Cllr was raised but Cllr Renault reminded the meeting that this had been rejected by TDC once before. In respect of the Woldingham Neighbourhood Plan consultation, Cllr Sandiford questioned the value of responding. It was agreed not to take any action on this matter.	SF
10.6	Date of next (P&D) Working Group meeting To be discussed at a later date but no meeting would be possible until after 18/9/15.	KS
<i>The meeting was temporarily adjourned at this point.</i>		
11	MATTERS RELATING TO THE FINANCE & GENERAL PURPOSES (F & GP) WORKING GROUP:	
11.1	Council to approve payment of invoices. Cllrs approved the list of payments (see Appendix 2) that had been provided by the Clerk. Cllrs Cullen and Sandiford signed the cheques. Clerk to dispense payments.	SB
11.2	Bank balances Cllr Renault provided details of the Council's bank balances as follows: Current Account £-5,949.90 and Reserve Account £61,667.57. Cllr Renault confirmed that the current account would be replenished from the funds in the reserve account without any penalty fee. Cllr Miller asked about the financial statements that he had seen and queried the size of the Council's loans in relation to income. Cllr Renault confirmed that they were judged to be sustainable at the time - this view had not changed recently.	

	A copy of the variances between budget and expenditure is to be circulated to all Cllrs by Cllr Renault.	SR
11.3	Annual Return of Audited Accounts 2014/15 - status report The Clerk reported that he and the Chairman were preparing further information for the external auditor. The external auditor's final report, due at the end of September, would be circulated to all Cllrs and discussed at a later meeting.	SR, SB
11.4	New Clerk and Responsible Finance Officer – change of details and approval of additional hours and purchase of office computer. The Clerk confirmed that for August there were no additional hours requiring approval by the Council (in accordance with his Contract of Employment). Cllrs then discussed the two quotations, for a new office computer, that had been sourced by the Clerk and Cllr Dowden. The Council approved expenditure of £1,500 (ex-VAT) to obtain a PC that would be fully backed-up and durable. Cllr Dowden to proceed within this budget - if unable to achieve this then the Clerk is to proceed with the lower price and specification option which he had sourced.	DD (SB)
11.5	To approve the cancellation of the Council's existing telephone and broadband contract. The Clerk recommended cancelling the Council's existing telephone and broadband services with BT following the acquisition of a new Parish Council telephone number and the availability of other broadband facilities. He confirmed that there would be no penalty to the Council for cancelling the existing BT services and that net monthly savings estimated to be circa £60 would be achieved under the new arrangements. Council approved. The Clerk to contact BT accordingly and obtain final bills for payment. The Clerk added that if the new broadband setup needed upgrading he would advise the Council and seek approval for this.	SB
11.6	Risk Assessment - comment and, if appropriate, approval of Policy The Clerk reported that in accordance with audit requirements, the Council's Risk Assessment Policy would be presented for approval at the next F & GP meeting.	SB
11.7	Budget timetable - Clerk to advise. The Clerk outlined the timetable required for the Council to discuss and agree its budget for 2016/17 and to set a precept by January 2016. It was agreed that all Cllrs and working groups should consider budget items for an informal preliminary discussion in October. The Clerk emphasized the need to agree the budget and precept before the year-end.	ALL
11.8	Website management to cover absence and, if appropriate, to approve expenditure. Cllr Sandiford proposed that the Council's webmaster be used for the next couple of weeks to update the Council's website as training of the Clerk was not possible immediately. Council approved an expenditure of no more than £50 to cover this work. Clerk to liaise with the webmaster accordingly.	SB
11.9	Date of next (F&GP) Working Group meeting Cllrs Renault and Dowden to consider and advise.	SR DD
12	MATTERS RELATING TO THE ENVIRONMENT AND AMENITY (E&A) WORKING GROUP	
12.1	Jubilee Fields management and gardening service for the village – to discuss works and suitable contractors and, if appropriate, to approve expenditure. To be carried forward to the next meeting.	DC SH

12.2	<p>Remedial work to Nutfield Marsh - arrangements with Tandridge District Council</p> <p>Cllr Johnson to source additional quotes for the work outlined by TDC in an email sent to the Clerk and circulated to Cllrs. Cllrs recognized that the work needed to be completed quickly and without harm to any protected species on the Marsh. Cllr Cullen to contact the Surrey County Council Environment team and Cllr Reeve to contact Natural England. Cllr Cullen to provide Cllr Johnson with the details of additional possible contractors to contact.</p>	JJ DC IR DC
12.3	<p>Highways matters - carriageways and pavements including overgrown hedging.</p> <p>Cllr Cullen had received an email from SCC Highways confirming that areas of overgrown vegetation along the highway were due to be cut back. Cllrs to monitor along with the County Cllr.</p>	ALL
12.4	<p>To discuss items for consideration at the next Local Tandridge Committee (held 25/9/15) and consider attendee(s).</p> <p>The Council were in support of the two proposed 20mph traffic zones in Nutfield - around the Nutfield Church School next to the Village Hall in South Nutfield and also around the Nutfield Day Nursery on Church Hill. The Clerk to liaise with County Cllr Windsor and write to the Local Tandridge Committee seeking support for these schemes. Cllr Cullen volunteered to attend the Local Tandridge Committee meeting.</p> <p>The Clerk to also contact County Cllr Windsor about the comments received from residents of Kings Mead who had reported a number of highways issues (carriageway and pathways). If appropriate, a question to also be sent by the Clerk to the Local Tandridge Committee seeking remedial action.</p>	SB DC SB
12.5	<p>Date of next (E&A) Working Group meeting.</p> <p>To be advised.</p>	DC
13.	<p>Communication strategy - Councillors to consider and discuss.</p> <p>To be carried forward to the next meeting. In the meantime, Cllr Miller to email his initial thoughts and ideas to Cllrs. Cllr Reeve to draft a document, with the assistance of the Clerk, outlining the roles and responsibilities of the Council as information to residents.</p> <p>Cllr Reeve requested Cllrs to provide articles for The Link.</p>	DM IR, SB ALL
14.	<p>Matters for inclusion on a future agenda.</p> <p>Cllrs raised the following topics: Neighbourhood Plan (SF); Budgets (SR), Memorial Field proposal (Cllr Reeve) and Communication Strategy (DM).</p>	
15	<p>Date of next full Council meeting including P&D & E&A reports</p> <p>The date of the next Council meeting of 16th September 2015 at the Memorial Hall, Nutfield, RH1 4HE starting at 7.30pm</p>	

Appendix 1: Assistant Clerk's Report

Cemetery and Woodland Burial Area

- Over £10,000 taken during August with 5 reservations and 2 internments in the WBA
- Two internments next week, Monday and Wednesday.
- Suggested that an advert be placed in the Tandridge House magazine.
- Any decision on further marketing of WBA many directors comment how popular it is now becoming.

Allotments

- Open day on Sunday with Veronica Hamilton and Margaret Allen organising.
- Can councillors without allotments make the effort to have a look around.
- What is the state of discussions on the quotes for the new fencing on Jubilee field 3?
- Can I ask Ken Hamilton to trim unoccupied allotments?

Roads

- State of repair of culvert on Kings Cross Lane to be mentioned by HW.
- Repairs needed for Kings Mead to be directed to SCC.
- Bower Hill Close to Netherleigh Park Hedge now passable

Health and Safety

- Review due very soon and will liaise with IR when it can be done.

Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
002929	SSALC Ltd	240.00	New Councillors training
002930	Lexis	38.40	Domain name cancellation
002931	Neil Peppiatt	380.00	Soil removal from trees - Memorial Hall site
002932	R Coffey	52.36	Barrier fencing for TPO site
002933	Tandridge DC	1,951.59	Election expenses
002934	Alan Smith	150.00	Geekenbrau Web Designers - final payment
002935	Sean Hayes expenses	73.75	Padlock and chain for cemetery gates
002936	R Brown	*****	July hours and holiday pay
002937	S Hayes	*****	July salary
002938	HMRC	687.04	July PAYE and Class1A NICs
002939	R Brown	159.90	Home Office Allowance and mileage expenses
002940	S Hayes	15.75	Mileage expenses
002941	S Renaut	7.56	Book of stamps
002942	S Huseyin	75.00	June book-keeping (c/fwd from June)
002943	D Miller	78.00	Survey Monkey Invoices May-3 July
002944	Ken Hamilton	400.00	£110 Woodland Burial & £290 Cemetery
002945	Simon Bold	*****	Clerk's Salary
002946	Simon Bold	85.51	Clerk's expenses
002947	Sean Hayes	*****	Clerk's Assistant Salary
002948	Sean Hayes	84.86	Clerk's Assistant expenses

Chq No.	Payee	Amount £	Comments
002949	Blue Pixel Design	360.00	Website design and support
002950	Pro Alarm	102.00	Memorial Hall Alarm System maintenance
002951	SSALC	396.00	Recruitment services and training
002952	Sharon Huseyin	75.00	Book-keeping services
002953	Ken Hamilton	495.00	Landscape maintenance - Nutfield Cemetery
002954	Ken Hamilton	85.00	Landscape maintenance - Woodland Burial Ground
002955	Post Office Limited	289.20	August PAYE and Class1A NICs
002956	Blue Pixel Design	50.00	Website communications form
	TOTAL	9,129.82	